

Bureau of Land Management - Eastern States



Developmental Opportunity

Human Resources Development Committee (HRDC) Representative

WHO IS ELIGIBLE: All permanent employees in BLM-Eastern States who are in non-supervisory positions may apply for the opportunity to be part of the HRDC in BLM-Eastern States. There will be one representative selected from each organization, plus an alternate.

RESPONSIBILITIES: The HRDC Committee Representative is a developmental opportunity. The HRDC Representative will be responsible for the following duties:

- Assist in the development of a charter and help come up with criteria.
- Meet with employees in their organizational unit and take issues to the HRDC.
- Meet 3-4 times a year with other HRDC representatives to discuss issues such as training, morale, wellness, etc.
- Recruiting – how do we get people to come to work in BLM-Eastern States.
- Review drafts and provide feedback for Mentoring, Succession Planning and capturing Knowledge Management Strategies that have been developed.

Individuals selected for this opportunity should possess the personal characteristics of empathy, objectivity, maturity, flexibility, honesty, and commitment. The ability to communicate with individuals at different organizational levels is important, as well as the ability to gather and analyze pertinent facts.

Interested individuals should submit a written narrative which includes: name, title, series, grade and that addresses the following questions to their supervisor by August 3, 2007:

1. Why are you interested in serving BLM-Eastern States as a Human Resources Development Committee Representative for your organization?
2. What skills, attributes, or knowledge will you contribute to the Committee?
3. What do you hope to learn/gain from your participation on the Committee?

For additional information regarding this developmental opportunity, please contact Terry Lewis, Acting Associate State Director, (703) 440-1712.